



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## MULTI-MEDIA TECHNICIAN II

Job Number: 20000509

Job Code: 12820V150616

Job Group: 1200 - ELECTRONICS AND COMMUNICATIONS

Job Established: 08/01/1991

Job Revised: 06/16/2015

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises, coordinates and performs technical work in the physical, electrical and sound arrangements for governmental presentations to the general public throughout the Commonwealth of Kentucky; and performs other duties as required. (These presentations relate to local community financial grants and other support, economic development and public announcements.)

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate supplemented by six months of training from a vocational or technical school in electronics or a related field.

#### **EXPERIENCE:**

Must have four years of experience in public relations or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in electronics, public relations or a related field will substitute for the education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises the work of multi media staff in planning, organizing and establishing the physical, electrical and sound arrangements for governmental presentations to the general public throughout the Commonwealth of Kentucky. Supervises the initial planning which involves personal contacts with local officials, industrial representatives and community leaders to determine the desired local arrangements. These contacts include, but are not limited to, county judges, city mayors, city managers and administrative heads of major industries within the community. Reviews the staff evaluation of the site at which the event is to occur for determination of physical, electrical and sound requirements and makes necessary approvals. Recommendations on lighting, ventilation, heating and air conditioning requirements are also reviewed and approved. In making such an evaluation, careful consideration must be given to voltage and amperage requirement for all electrical components, some of which are very complex, which are anticipated to be used during the event. Reviews the evaluation of the site for determination of the proper location of the stage which will allow optimum public view of the speakers. Supervises the work of multi media staff in site setup which includes stage construction/assembly, draping/piping and decorating when necessary. Supervises the work of multi media staff in the assembly, setup and testing of sound equipment. Careful attention is paid to speaker placement to assure proper, non distorted sound distribution, sound absorption reduction and reduction of sound "feed back". Supervises the necessary work to assure adequate lighting and temperature control. Supervises and closely monitors all electrical systems during the event. Supervises, coordinates and performs the daily maintenance required on all equipment and electrical components to assure proper operation and performance. In some cases, creativity is necessary to meet an unusual setup requirement.

**UNIQUE PHYSICAL REQUIREMENTS:**

Work involves lifting, bending and stooping. May risk exposure to electrical shock.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*